

EXIT INTERVIEW

Name:

Start Date: / /

Position:

End Date: / /

Salary on Leaving:

Interview By:

Reasons Given for Leaving the Business are

(Tick as Appropriate)

- | | |
|---|--|
| <input type="radio"/> Insufficient pay | <input type="radio"/> Domestic problems |
| <input type="radio"/> Poor working conditions | <input type="radio"/> Poor health |
| <input type="radio"/> No job satisfaction | <input type="radio"/> Transport problems |
| <input type="radio"/> Lack of promotion | <input type="radio"/> Personal conflicts |
| <input type="radio"/> Lack of training | <input type="radio"/> Other reasons |

General Comments by the Interviewer

When you joined this organisation, how well did we introduce the organisation to you?

Did we make it easy for you to fit into the organisation? What could we have done better?

What have you enjoyed most about working here?

What have you enjoyed least?

How well did your manager, and other people, recognise your contribution to the organisation?

Do you think your remuneration and benefits were fair?

How would you rate the learning and development opportunities in this organisation?

How would you rate your manager as a coach or mentor?

What suggestions would you make for improving the organisation?

Any other comments or suggestions?

Employer's reasons for dismissal

(Tick as appropriate and if necessary, please enter further details on the back of this form)

- | | |
|--|--|
| <input type="radio"/> Capability | <input type="radio"/> Redundancy |
| <input type="radio"/> Misconduct | <input type="radio"/> Statutory requirements |
| <input type="radio"/> Serious misconduct | <input type="radio"/> Other |
| <input type="radio"/> Retirement | |

Short Notes for Future Reference About the Employee

Grade on a Scale of 1 (low) to 5 (high)

Ability/Performance	1	2	3	4	5
Attendance/Timekeeping	1	2	3	4	5
Loyalty/Co-operation	1	2	3	4	5
Conduct	1	2	3	4	5
Initiative	1	2	3	4	5

Would You Re-employ?

Yes

No

Any Other Comments

Signature:

Date: / /